

## **PLANNER III**

### **JOB PURPOSE AND SUMMARY**

Performs the most highly skilled professional planning and development work in such areas as long range land use planning, zoning, water quality and various other specialty areas such as transportation modeling, watershed planning, and wildlife habitat planning. Planner III's are assigned to the most challenging projects and assignments, measured by a combination of the project's complexity, scope, impact on the community or other relevant considerations. Examples would include major project, controversial developments, those with the highest and most complex environmental implications or those representing the greatest cost to the developer or revenue source to the county. Employees in this classification act in a lead capacity within area(s) of expertise and may direct the work of others within the Department that assist with assigned project(s). Being a highly competent journey level planner with emphasis in a specific area is not sufficient alone to warrant classification at this level.

### **CLASSIFICATION DISTINCTIONS**

This position is the highest non-supervisory level in the professional planning series. Planner III positions hold responsibility for the most complex or advanced assignments within the assigned planning discipline. Planner III's may act in a lead role over other Planners and support personnel. The next lower level of Planner II is the journey or fully experienced level. The next higher level, Senior Planner, functions as a unit leader, supervising other Planners, technicians and support personnel.

Planner III positions and employees are distinguished by the level of judgment, communication, negotiation, and project management skills that are necessary to successfully complete work assignments and interact with the public and outside agencies. Planner III's are proficient in one or more areas within the Planning field e.g. water quality, long range planning etc., they recommend Department policy and make Department commitments within their areas of expertise, and function with little supervisory direction and guidance.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Plans, develops and executes work programs, objectives, strategies and budgets for assigned programs and or projects where success or failure can affect general County activities, public concern, or the work of other Planners within and outside the Department.
- Interprets, applies, and thoroughly understands planning principles and practices, County code and state laws, and the development review process. Utilizes this knowledge within area(s) of expertise and provides highly technical advice and assistance to subordinates, other sections, County officials and staff.

- Possesses, applies, and thoroughly understands design skills within area(s) of expertise to provide highly technical advice and assistance to subordinates, other sections, County officials and staff.
- Manages major project(s) with broad public impact or highly controversial with the public/outside agencies or manages multiple projects that require a high level of proficiency within area(s) of expertise. Projects managed may or may not require management of grants or funds.
- Recommends Department policy within area(s) of expertise.
- Communicates both verbally and in writing highly complex planning issues in a professional and concise manner that is easily understood by all interested parties, i.e. peers, Board of County Commissioners, neighborhood associations, general public, etc. Able to maintain this level of communication and maintain composure i.e. not take criticism personally, in a variety of controversial and emotionally charged situations.
- Develops and maintains effective relations with the public. Represents Community Development on various committees; at neighborhood organization and community meetings; public hearings; before governmental bodies and in legal process.
- Prepares complex technical planning and administrative reports, special studies; conducts assessments; prepares inventories and statistical information necessary for future planning; develops critical correspondence and comprehensive reports in support of planning projects and decisions.
- Prepares graphic presentations and comprehensive reports on community characteristics relative to zoning problems.
- Participates in securing Federal and State grants.
- Prepares recommendations relative to departmental policy; assists supervisor in reviewing planning studies completed by other staff members and provides guidance and assistance to less experienced staff members.
- Prepares and completes reports in response to local, State and Federal requirements.
- Plans special projects; researches, develops, designs and writes proposals; prepares and implements "proposals" and/or "bid" processes.
- Participates in Citizen Task Force and public meetings; participates in defining project goals and objectives, implementing strategies and/or alternatives, and formulation of priorities for development of projects within own area of expertise.

- Evaluates program accomplishments against established goals and timetables and makes recommendations based upon evaluation, concerning future plans.
- Responds orally or in writing to inquiries of a routine to highly complex nature concerning land use codes.
- May plan, schedule, assign and supervise the work of subordinate Planners, trainees and clerical personnel.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from a four-year college or university with major course work in planning, architecture or a related field; **AND** two (2) years experience in a planning position comparable to a Planner II

**OR**

- A Master's Degree in urban planning (or other discipline appropriate to the assignment) **AND** one (1) year experience in planning in a position comparable to a Planner II

**OR**

- Substituting, on a month-for-month basis, experience related to the duties of the position for the required education.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This is a technical position performed in an office environment with some field work. To perform the essential tasks, incumbents must be able to: see, read, communicate in person and over the phone, in writing and perform basic keyboard functions.

Office use: 6/22/00